

## **SECTION 01 77 70 CONTRACT CLOSE-OUT**

### **PART 1 - GENERAL**

#### **1.01 REQUEST FOR CLOSE-OUT INSPECTION**

- A. SUBSTANTIAL COMPLETION:** When Contractor considers Work substantially complete, Contractor shall submit to Designer:
1. written assertion that Work is Substantially Complete;
  2. a list of items to be completed or corrected and dates scheduled for completion or correction of each item;
  3. certification that orientation and training for facility maintenance personnel is complete or will be prior to inspection; and,
  4. written assertion that Operating & Maintenance Data Binders are complete and available or will be prior to inspection.
- B. FINAL INSPECTION:** When Contractor considers Work complete, Contractor shall submit to Designer:
1. certification that a qualified person authorized by Contractor has reviewed the Contract Documents and inspected the Work;
  2. written assertion that the Work is complete and in accordance with Contract Documents and ready for Final Inspection;
  3. written assertion that additional materials necessary to augment the Operating & Maintenance Data Binders with instructions for adding these to the Binders, or full replacement Binders, are complete and available or will be prior to inspection;
  4. written assertion that Project Data Binders and Construction Record Documents are complete and available or will be prior to inspection;
- C.** Upon receipt of an appropriate request for close-out inspection, Designer will schedule an inspection meeting with Contractor, and Owner's representatives to determine the status of completion.

#### **1.02 RESULTS OF CLOSE-OUT INSPECTIONS**

- A.** Should the Designer determine that Work is not complete to the degree asserted by Contractor, Designer will promptly notify Contractor in writing stating the deficiencies. Contractor shall take immediate steps to remedy deficiencies and make a request for Re-Inspection.
- B. SUBSTANTIAL COMPLETION:** Designer will prepare a Certificate of Substantial Completion on AIA Document G704 accompanied by a list of items to be completed or corrected, and will submit Certificate to Contractor and to Owner for signature with an accounting of Liquidated Damages due, when Designer verifies that:
1. Work is Substantially Complete based on an inspection conducted pursuant to an appropriate request for close-out inspection;
  2. orientation and training for facility maintenance personnel is complete; and,
  3. Operating & Maintenance Data Binders are complete and have been delivered to the Owner.

**C. FINAL INSPECTION:** Designer will certify that the Work is Complete, and will initiate Final Adjustments, when Designer verifies that:

1. Work is complete in accordance with Contract Documents based on an inspection conducted pursuant to an appropriate request for close-out inspection;
2. orientation and training for facility maintenance personnel is complete; and,
3. additional materials necessary to augment the Operating & Maintenance Data Binders with instructions for adding these to the Binders, or full replacement Binders, are complete and have been delivered to the Owner.
4. Project Data Binders and Construction Record Documents are complete and have been delivered to the Designer.

**1.03 RE-INSPECTION FEES:** If the Work fails a close-out inspection, and a subsequent inspection is requested and conducted based on Contractor assertion of the same stage of completion, Owner will compensate Designer for performing such Re-Inspection as additional services, and deduct the amount of such compensation from the Contract Sum by appropriate modification.

#### **1.04 FINAL ADJUSTMENTS**

- A. When Designer has certified that the Work is complete, Designer will determine whether modification is needed to reflect appropriate adjustments to Contract Sum that were not previously effected. If such modification is needed, Designer shall prepare it and deliver it to Contractor, who in the case of a change order, shall sign and return it to Designer.
- B. When Designer has certified that the Work and needed modifications to the Contract are complete, Designer will request that Contractor submit a final application for payment.

#### **1.05 ONE-YEAR CORRECTIVE INSPECTION**

- A. A One-Year Corrective Inspection will be scheduled and conducted at project site prior to one year from date Substantial Completion was achieved, but as close to the end of that year as is reasonably possible.
- B. One-Year Corrective Inspection will be attended by at least one representative each of Owner, Designer, and Contractor.
- C. One-Year Corrective Inspection is intended to be an opportunity for Contractor to become aware of any outstanding corrections needed pursuant to the basic first-year warranty of Work.

**END OF SECTION**